

# D.K. Ryan & Co., Solicitors

## CLIENT INSTRUCTION SHEET

### Employment Law Instruction Sheet

1. NAME \_\_\_\_\_
2. ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. PPS NUMBER \_\_\_\_\_
4. NAME OF CURRENT/MOST RECENT EMPLOYER?  
\_\_\_\_\_
5. ADDRESS OF CURRENT/MOST RECENT EMPLOYER?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. HAVE YOU A WRITTEN AND SIGNED CONTRACT OF EMPLOYMENT? \_\_\_\_\_
7. WERE YOU PROVIDED WITH A COPY OF YOUR EMPLOYER'S BULLYING/HARRASMENT GRIEVANCE PROCEDURE? \_\_\_\_\_
8. HOURS WORKED PER WEEK AND DAYS WORKED? \_\_\_\_\_
9. REST PERIOD \_\_\_\_\_
10. IF NO LONGER IN EMPLOYMENT , DATE OF TERMINATION OF EMPLOYMENT \_\_\_\_\_
11. IF NO LONGER IN EMPLOYMENT WAS NOTICE OF TERMINATION OF EMPLOYMENT RECEIVED? \_\_\_\_\_
12. IF NO LONGER IN EMPLOYMENT, DID YOU RECEIVE NOTICE IN WRITING? \_\_\_\_\_
13. PLEASE PROVIDE DATE OF THIS NOTICE? \_\_\_\_\_

